

Development Committee Tracking Calendar

Task	Q1	Q2	Q3	Q4	As Needed
Review progress on fundraising	X	X	X	X	
Members report out on fundraising activities/commitments	X	X	X	X	
Review Events & Campaigns Matrix Map for previous year	X				
Assess committee performance for previous year	X				
Annual evaluation and approval of the FBST Gift Acceptance Policy (to be presented to BOD)			X		
Review annual fundraising budget & development plan				X	
Develop Board solicitation plan for upcoming year				X	
Conduct friend raiser activities in the community					X
Prospect review					X
Committee member recruitment					X
Approved: July 09 -- Revised: Sept 2010; Oct. 2012; May 2017; Jan 2020					